



FINANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FINANCE, DEPARTMENT OF	RELEASE DATE:	Wednesday, January 13, 2010
POSITION TITLE:	Chief, Administrative Services	FINAL FILING DATE:	Thursday, January 28, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	01132010_3

POSITION DESCRIPTION

This position functions as the Chief, Administrative Services responsible for planning, organizing, and directing the work of the Administrative Services program areas and for budgetary and legislative matters related to a line budget assignment. The Chief serves as the expert consultant and policy advisor on broad administrative matters, as well as functions as the departmental Equal Employment Opportunity Officer, Procurement and Contracting Officer, Labor Relations Officer, and Privacy Officer.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in

Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition, to evaluating each candidate's relative ability to perform leadership and policy influencing functions effectively, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- * Broad experience at a minimum level of Staff Services Manager III managing the full range of administrative services functions, including four or more of the following: personnel management, business services/contract management, health and safety, budget and fiscal services, selection services, equal employment opportunity programs, labor relations, and training.
- * Proven management capabilities, including broad technical and management level experience in the state's budgeting and legislative processes.
- * Demonstrated ability to apply new ways of thinking, solve problems, create new ideas, and develop new approaches to achieve the Department's mission.
- * Demonstrated ability to perform administrative and policy influencing functions effectively.
- * Strong leadership and management team experience demonstrating an ability to set goals and expectations, encourage growth and initiative at all levels, and use sound judgment in managing staff within a multi-disciplinary organization.
- * Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, and particularly the ability to represent Finance effectively internally, with other government entities, and/or with the public.
- * Knowledge of principles and practices of organization, fiscal and human resources management, including demonstrated managerial level experience of the Department's Equal Employment Opportunity Program objectives.
- * Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
- * Demonstrated ability to work effectively under intense pressure, and the capacity to make high-level decisions in a fast-paced and changing environment.

DESIRABLE CHARACTERISTICS

In executing these duties and responsibilities, the Chief, Administrative Services must demonstrate well-developed leadership qualities. These qualities can be summarized as follows:

- * Integrity - Consistently adhere to the duty to execute the mission and responsibilities of the Department of Finance while advancing the goals of the Administration.
- * Expertise - Be a reliable source of accurate information and sound fiscal and policy advice.
- * Teamwork - Work together collaboratively and in recognition of the contribution each makes to the common purpose of serving the Department, the Administration, and the State.
- * Respect - Recognize the validity of other points of view and treat others with civility.
- * Problem Solving – Strive to find practical and effective solutions to achieving desired goals.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **Chief, Administrative Services**, with the **FINANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not exceed three pages in length with a font size no smaller than 11 point.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FINANCE, DEPARTMENT OF, Selection Services Unit
915 L Street, Sacramento, CA 95814
Colleen Graham | 916-445-3368 | colleen.graham@dof.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FINANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>